



DEPARTMENT OF THE TREASURY  
FINANCIAL CRIMES ENFORCEMENT NETWORK

## VACANCY ANNOUNCEMENT

VACANCY ANNOUNCEMENTNUMBER : FINCN/03-023SDS

OPENING DATE : 05/05/03

CLOSING DATE : 05/27/03

POSITION : Intelligence Research Specialist

SERIES AND GRADE : GS-132-9/11/12 (FPL GS-13)

NUMBER OF VACANCIES : One or more

SALARY RANGE : \$39,597.00 - \$88,770.00

ORGANIZATION : Department of the Treasury  
Financial Crimes Enforcement Network (FinCEN)  
Office of Strategic Analysis (OSA)

DUTY STATION : Vienna, Virginia

APPLICATIONS WILL  
BE ACCEPTED FROM : Present and former Federal employees with  
competitive status within the Washington DC  
commuting area.

This Vacancy Announcement is being **AMENDED** to add the area of consideration:  
“APPLICATIONS WILL BE ACCEPTED FROM”

**SUMMARY OF DUTIES:** These positions are located in the Financial Crimes Enforcement Network (FinCEN), Office of Strategic Analysis. The incumbents of these positions serve as Intelligence Research Specialists and conduct research and analysis of complex, critical and sensitive issues concerning the patterns, trends, methodologies and systems associated with money laundering and other financial crimes. Utilize a wide variety of research sources as well as direct liaison to develop an intelligence base of information from which to draw inferences and summaries. Prepare reports, materials for publications, statistical summaries and other material concerning program operations. Provide briefings to law enforcement and regulatory officials on techniques and procedures involved in OSA research and analysis activities. Interact directly with officials in the law enforcement, regulatory and financial communities, and participate in joint efforts.

**SUMMARY OF QUALIFICATION REQUIREMENTS:** Applicants must have one year of specialized experience equivalent to the next lower grade level. Specialized experience is experience that equipped the applicant with the particular knowledge, skills and abilities to perform successfully the duties of the position, and that is typically in or related to the work of the position to be filled.

**SUBSTITUTION OF EDUCATION FOR EXPERIENCE:** For **GS-9:** Two (2) full years of progressively higher-level graduate education or master's or equivalent graduate degree (such as an LL.B or J.D.). For **GS-11:** Three (3) years of progressively higher-level graduate education or Ph.D. or equivalent doctoral degree.

**TIME-IN-GRADE REQUIREMENT:** Applicants must have 52 weeks of Federal service equivalent to the next lower grade level. Applicants must meet time-in-grade and qualification requirements within 60-days from the closing date of this announcement.

**APPLICANTS WILL BE EVALUATED AGAINST THE FOLLOWING CRITERIA:**

**FOR GS-09:**

1. Ability to conduct and document complex database research and analysis. **(Applicants must address the nature of their experience and the types of subjects on which they conducted database research and analysis.)**
2. Ability to develop written products concerning research and analysis activities, such as reports and summary materials, using narrative and statistical displays. **(Applicants must describe their role in developing written products and the audiences to whom the products were sent.)**
3. Ability to work effectively in a team environment. **(Applicants must address the types and nature of group projects in which they have played a role.)**

**FOR GS-11:**

1. Ability to conduct and document complex database research and analysis. **(Applicants must address the nature of their experience and the types of subjects on which they conducted database research and analysis.)**
2. Ability to develop written products concerning research and analysis activities, such as reports and summary materials, using narrative and statistical displays. **(Applicants must describe their role in developing written products and the audiences to whom the products were sent.)**
3. Knowledge of Federal, state and local programs concerned with law enforcement and regulatory activities, particularly those concerned with the detection and prevention of financial crime. **(Applicants must address the nature of their knowledge and experience with law enforcement and regulatory programs and indicate particular knowledge related to the prevention and detection of financial crime.)**
4. Ability to interact effectively in an interagency environment. **(Applicants must address the nature of their representational experience in interactions with officials from other organizations.)**

**FOR GS-12:**

1. Ability to plan, coordinate, and review database searches to detect patterns, trends, and developments related to money laundering and other financial crimes and prepare strategic analyses that assess areas of vulnerability by industry, geographic area, categories of criminal activity, etc. **(Applicants must address the nature of their role and experience in conducting these functions.)**
2. Ability to develop written products concerning strategic analysis program activities, such as reports and summary materials, using narrative and statistical displays. **(Applicants must describe their role in developing these types of written products, the audiences to whom the products will be sent.)**
3. Knowledge of the Bank Secrecy Act and related laws and regulations, the mission of FinCEN and relevant Federal agencies, and the interaction with state and local law enforcement to prevent and detect money laundering and other financial crimes. **(Applicants must address the nature of their knowledge and experience and their role in interacting with other Federal, state and local agencies in these program areas.)**
4. Ability to work effectively with officials of law enforcement or regulatory agencies to provide effective coordination and interaction and participate in meetings as a representative of FinCEN. **(Applicants must address the nature of their representational experience and authority in interactions with officials of other organizations.)**

**Veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after 3 years or more of continuous active service may apply.**

**CONDITIONS OF EMPLOYMENT AND OTHER REQUIREMENTS OF THIS VACANCY:**

**Background Investigation:** This position is a sensitive position and the tentative selectee must undergo and successfully complete a background investigation as a condition of placement/retention in the position.

**Drug Screening:** The position which may be filled under this announcement has been identified as a Testing Designated Position under the U.S. Customs Service, Drug-Free Workplace Program. Satisfactory completion of the drug test is a condition of placement and/or employment in the position and incumbents of this position are, thereafter, subject to Random Drug Screening.

**Other Information:**

Eligible CTAP/ICTAP employees within the commuting area who submit documentary evidence of eligibility (RIF notice or certificate of expected separation or other agency certification) and are found well qualified will receive selection priority as provided by regulations. In order to be determined well qualified, candidates must receive an excellent or good score when rated against each primary criterion.

Eligible displaced employees of the former Panama Canal Zone who submit documentary evidence of eligibility (a RIF separation notice) and are found well qualified will receive special selection priority to positions throughout the continental United States.

Eligible displaced employees of the District of Columbia Department of Corrections who submit documentary evidence of eligibility (a RIF separation notice) and are found qualified will receive selection priority to positions throughout the continental United States.

All candidates **MUST** be a citizen of the United States and present proof of citizenship, if selected.

Male applicants born after December 31, 1959, must certify that they have registered with the Selective Service System or are exempt from having to do so under Selective Service law, if selected.

**All Financial Crimes Enforcement Network employees are required to participate in Direct Deposit/Electronic Funds Transfer for salary payments.**

**No Relocation Expenses will be paid.**

**Financial Crimes Enforcement Network (FinCEN) employees MUST include the OF 612 "Optional Application for Federal Employment" or resume, address the evaluation criteria on plain bond paper to receive full consideration, and submit a copy of their current performance appraisal.**

**All other applicants MUST submit a copy of their most recent performance appraisal, the OF 612 "Optional Application for Federal Employment" or resume, address the evaluation criteria on plain bond paper to receive full consideration, and provide a copy of their most recent SF-50, Notification of Personnel Action.**

**Please download, complete and submit the following optional forms:**

- SF-181, Race & National Origin Identification form, Rev 5-82. This form is located at [www.opm.gov/forms](http://www.opm.gov/forms) - then open Standard Forms and select SF181
- SF-256, Self Identification of Handicap form, Rev 8/87. This form is located at [www.opm.gov/forms](http://www.opm.gov/forms) - then open Standard Forms and select SF-256

While completion of these forms is not mandatory, this information aids us in measuring the effectiveness of our outreach efforts.

To obtain a copy of the OF 612 "Optional Application for Federal Employment", log on [www.usajobs.opm.gov/OF612.htm](http://www.usajobs.opm.gov/OF612.htm) .

**SUBMIT APPLICATION MATERIALS TO:**

Application materials **MUST** be mailed to:

**Financial Crimes Enforcement Network  
Human Resources  
Vacancy Announcement: FINCN/03-023SDS  
P.O. Box 39  
Vienna, VA 22183-0039**

**For additional information, please call Wanda Haynes: (703) 905-3503. TDD (703) 905-3839.**

**NOTES:** All application materials **MUST** be sent to the mailing address shown. All materials and the envelope **MUST** include the vacancy announcement number. There may be delays in the receipt and processing of improperly addressed correspondence. FAX documents will not be accepted. Applications are not to be mailed in U.S. Government "For Official Use Only" postage and fees paid envelopes. Individuals submitting applications material using U.S. Government, "Official Use Only" postage and fees paid envelopes will not receive consideration under the vacancy announcement. Applications will become part of the vacancy announcement case file and will not be returned to the applicant. Acknowledgment of receipt will be sent to all applicants.

The Financial Crimes Enforcement Network (FinCEN) provides reasonable accommodations to applicants with disabilities on a case-by-case basis. Applicants should notify the point of contact on this vacancy announcement if a reasonable accommodation is needed for any part of the application and hiring process.

#### **BENEFITS**

FinCEN offers flexible work schedules, a comprehensive leave program, 10 paid holidays, financial assistance to employees who use public transportation to commute, in-house training, reimbursement for approved outside training, and eligibility for performance awards. FinCEN also offers attractive health, life and long-term care insurance programs, and the employee's health insurance contributions are out pre-tax dollars. Newer employees are covered by a three-tier retirement plan that includes a pre-tax retirement contribution program with matching funds or, as applicable, continuance in the CSRS. The office is located a modern commercial building in Vienna, Va., close to Tyson's Centers, with free parking, shuttle service to and from the Dunn Loring Metro station, health unit, and a fitness center (employee pay fitness center fee). All employees are assigned individual state-of-the-art computers.

**The Financial Crimes Enforcement Network (FinCEN) is an Equal Opportunity Employer. All candidates will be considered regardless of their race, color, religion, sex, national origin, age, sexual orientation, protected genetic information, status as a parent, lawful political affiliation, marital status, physical/mental disability (if not a job factor), membership or non-membership in an employee organization, or any other non-merit factor.**